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THE KNAPHEIDE MFG. CO.  
WEST QUINCY CONTINGENCY PLAN



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THE KNAPHEIDE MFG. CO.  
CONTINGENCY PLAN - West Quincy, MO

INTRODUCTION

In order to insure prompt and corrective action in the case of a plant emergency, the following plan is adopted. Since there are two main buildings at the West Quincy site, (Platform and Main), the personnel organization for emergencies is broken down similarly. Also, it will be necessary to have an organization for each potential shift involved. It is the responsibility of the Group Leader for each of these buildings to keep the respective organization chart current, as well as trained in their responsibilities. This plan is to become part of the department manager's handbook and must be kept updated by the Emergency Coordinator and department managers.

PART I: INFORMATION RELEVANT TO ALL EMERGENCIES

A. Definitions.

1. Plant emergency - any disaster which poses a hazard to human health or the environment, including fire, explosion, flood, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil or surface water.
2. Emergency Coordinator - that person charged with overall responsibility for coordinating all emergency response measures. Each reference to Emergency Coordinator shall mean the Emergency Coordinator or, in his absence, the alternate Emergency Coordinator or designee.
3. Emergency Group - Those personnel assigned responsibilities under this emergency plan. An Emergency Group is established for each of the Platform Building and Main Building, and for each shift. An Emergency Group consists of a Group Leader, Sprinkler Control Man, Fire Caller, Fire Pump Man and Salvage Crew.
4. Emergency Group Leader - that person charged with directing emergency response measures to be implemented by an Emergency Group, and directly responsible to the Emergency Coordinator.  
(Will usually be department manager.)

5. Sprinkler Control Man - that individual charged with the responsibility of making sure the valves controlling the fire area are open.
6. Pump House Man - that individual who goes to the pump house to make sure the pumps are working and continues to do so until the emergency has passed.
7. Fire caller - that individual responsible for calling the fire department.
8. Salvage crew - that group responsible for personnel direction, securing or removing hazardous materials (where applicable) and removing valuable equipment from emergency area.

**B. Arrangements with Local Emergency Authorities.**

1. Emergency telephone numbers

1. Quincy Fire Department	911 or	222-2121
2. Quincy Ambulance	911 or	224-6292
3. Blessing Hospital		223-5811
4. St. Mary Hospital		223-1200
5. Quincy Police	911 or	222-9361
6. Marion County Sheriff		(314) 769-2077

2. The Emergency Coordinator shall file a current copy of the Contingency Plan, as revised from time to time, with the Quincy Police Department, the Marion County Sheriff's Department, the Quincy Fire Department, and the Marion County Fire Department. Periodically, such Departments will be asked by letter and telephone invitation to visit Knapheide's West Quincy site to further familiarize each of the Departments with the layout of the facility, properties of hazardous waste handled on site and associated hazards, places where facility personnel would normally be working, entrances to roads inside the facility, and possible evacuation routes. The Quincy Fire Protection Bureau provides an annual inspection of the West Quincy site (contact person: Mr. Randy Reed at 222-4440). Firemen from several Quincy fire stations, are present at such inspections in order to become better familiarized with the site. In addition, the Emergency Coordinator will file with each of the above-referenced Departments a current list, as revised from time to time, identifying the properties of hazardous wastes handled at the West Quincy site. Primary emergency authority is given to the Quincy Police and Fire Departments.

3. Emergency Contractors. In the event of a reportable spill or other emergency involving the unplanned release of hazardous waste or hazardous waste constituents, the Emergency Coordinator will immediately contact the following company:

Riedel Environmental Services, Inc.  
18207 Edison Avenue  
Chesterfield MO 63005  
(314) 532-7660 and (800) 334-0004

Pursuant to an emergency services agreement with Riedel, Riedel will be on site within six hours after notification to respond to such emergency and will have the ability to respond effectively through familiarization with Knapheide's facilities.

4. St. Mary Hospital and Blessing Hospital, both in Quincy, Illinois, are equipped to provide emergency hospital services if and when the need arises. The Emergency Coordinator shall file a current copy of the Contingency Plan, as revised from time to time, with each hospital. In addition, the Emergency Coordinator will file with each hospital a current list, as revised from time to time, identifying the properties of hazardous wastes handled at the West Quincy site.

C. Emergency Coordinator.

Primary: Harold Huggins, Facilities Manager  
709 South 22nd St.  
Quincy, Illinois  
Office: 222-7131 (Ext. 267)  
Home: 222-0149

1st Alternate: Bryce Butler, Plant Manager (W. Quincy)  
4300 King Drive  
Quincy, Illinois  
Office: 222-7131 (Ext. 224)  
Home: 222-4329

2nd Alternate: Jim Rubottom, Safety Manager  
1816 Fairmont St.  
Quincy, Illinois  
Office: 222-7131 (Ext. 288)  
Home: 223-6536

D. Emergency Equipment.

1. COMMUNICATIONS

●TELEPHONE AND PAGING

This facility is connected to the Quincy, Illinois plant and outside emergency response with a network of telephones connected to the 217 area code. The telephone system has a voice paging feature for both inside and outside the buildings.

●VHF RADIO CHANNELS

In addition to the telephone and paging system, our fork lifts used for handling hazardous materials have two industrial frequency channels radios mounted on them. Maintenance personnel and each Department Manger also have hand held units with the ability to contact the Quincy Plant.

●CITIZEN BAND RADIO CHANNEL

Knapheide also has a CB system with base station and many hand held walkie talkies. This system's primary use is to communicate with farmers during high water.

2. FIRE EXTINGUISHERS

Knapheide is equipped with the following number and types of fire extinguishers:

20 lbs. Hand Held = 65  
150 lbs. Dry Chemical Cart = 1  
200 lbs. Dry Chemical Chart = 1

Exhibit A lists the location of the hand held fire extinguishers. Exhibit B consists of layouts showing the location of all portable fire extinguishers.

3. ABSORBENT MATERIAL

We normally inventory 200 to 500 lbs. of shop type oil dry. Large quantities are available locally if required. In addition, Knapheide is equipped with a "pig" spill kit (including spaghetti socks, sumpskimmers and skimming sheets for absorption and prevention of spreading) and has a ready-supply of saw dust.

See Exhibit C for location of saw dust, oil dry and "pig" spill kit.

4. SPRINKLER SYSTEM

Knapheide is equipped with a self contained sprinkler/fire system with hose hydrants at various locations. Stand by pressure is 80 P.S.I. The locations of various components of the sprinkler system are identified on Exhibit D.

5. SECURITY AND ALARMS

The access to this facility is controlled by chain link fence and all out side doors are monitored during closed hours by Alarm Systems Inc. of Quincy.

The fire system pump (located on Exhibit D) is monitored 24 hors per day for power failure and activation. The sprinkler rizers are monitored 24 hours per day for activation. Dry pipe systems are also monitored 24 hours per day for low pressure. The service is provided by Alarm Systems Inc. of Quincy.

The sprinklered buildings (buildings shown on Exhibit D as containing one or more rizer valves) are monitored 24 hours per day for low and high temperature by Alarm Systems Inc. of Quincy.

6. INSPECTION SERVICES

This facility uses several outside inspection vendors plus inside maintenance department to assure Knapheide Equipment is operational. Some of these services are listed below:

<u>Vendor</u>	<u>Equipment</u>	<u>Frequency/Yr</u>
Koenker	Drinking Water	12
Koenker	Heating	1
Quincy Heating	Fire Extinguisher	12
Factory Mutual	Sprinkler System	1
Factory Mutual	Boilers	1
Factory Mutual	Pressure Vessels	1
Automatic Sprinkler	Sprinkler System	2
Knapheide Maintenance	Sprinkler System	52
Alarm Systems Inc.	Sprinkler System	Continuous
Alarm Systems Inc.	Heat	Continuous
Alarm Systems Inc.	Temp	Continuous
Arkwright Boston	Facilities	2
Quincy Fire Department	Facilities	1

**E. Evacuation Plan.**

In the event evacuation is necessary, evacuation will be ordered by the paging system or Emergency Group Leaders. All personnel should exit their building at the closest walk door away from the emergency. Personnel will proceed to the southwest parking lot where each department manager will take roll call and provide further instructions.

A site map indicating the doorways and routes to the southwest parking lot is attached as Exhibit E.

**F. Personnel Assignments.**

**1. Platform Building:**

	<u>1st Shift</u>	<u>2nd Shift</u>
a. Group Leader:		
Regular	Foreman	Foreman
Alternate	Sr Wood Fix #1 Wood Fix #1 Welder	Sr Wood Fix #2 Wood Fix #2 Welder
b. Sprinkler Control:		
Regular	Sr Wood Fix #2 Welder	Sr Wood Fix #2
Alternate	Wood Fix #2 Welder	Wood Fix #2 Welder
c. Fire caller:		
Regular	Sr Welder Steel Fix	Sr Welder Steel Fix
Alternate	Welder Steel Fix	Welder Steel Fix
d. Fire pump man:		
Regular	Maintenance Repair	Maintenance Repair
Alternate	Maintenance Project	Maintenance Project
e. Salvage Crew:		
	Six (6) personnel so designated by Emergency Group Leader for each shift.	

**2. Main Building:**

a. Group Leader:	<u>1st Shift</u>	<u>2nd Shift</u>	<u>3rd Shift</u>
Regular	UB Std Mgr	UB Std Mgr	UB Std Mgr
Alternate	UB Spec Dept Mgr	UB Spec Dept Mgr	UB Spec Dept Mgr
b. Sprinkler Control:			
Regular	Sr UB Std Fix #4	Sr UB Std Fix #4	Sr UB Std Fix #4
Alternate	UB Std Fix #4	UB Std Fix #4	UB Std Fix #4

c.	Fire Caller			
	Regular	Sr UB Std	Sr UB Std	Sr UB Std
	Alternate	Final #1	Final #1	Final #1

d.	Fire Pump:			
	Regular	Maint Repair	Maint Repair	Welder
	Alternate	Maint Project	Maint Repair	Welder

3. Salvage Crew - six (6) personnel so designated by Emergency Group Leader for each shift.

**G. General Duties:**

1. All personnel will work through the Emergency Group Leader and Emergency Coordinator.
2. The Emergency Group Leader shall dispatch an employee to direct incoming emergency help.
3. All electrical power, gas and air should be turned off by Emergency Group Leader or his designee in case of fire or tornado.
4. In case of power outages not covered in the preceding, the plant manager is to make the decision on employee release. The personnel manager and supervisor will make this decision in his absence. The supervisor will be responsible for all switches, etc.
5. Emergency Group Leaders must report monthly to Emergency Coordinator on training and preparedness status of their respective Emergency Group.

EXHIBIT A - 1

HAND HELD FIRE EXTINGUISHERS...WEST QUINCY BUILDINGS

PERSONNEL BUILDING:

TWO...BOTH IN MAIN OFFICE

KIT BUILDING:

FOUR...(1) AT NORTH DOOR, (1) SOUTH DOOR,  
(2) IN MIDDLE EACH SIDE OF AISLE

BLUE BUILDING:

TWO...(1) AT WEST DOOR, (1) EAST DOOR

RAW LUMBER SHED:

TWO ... (1) EACH AT SOUTHWEST AND NORTHEAST CORNERS

PENTA BUILDING:

FOUR...WOOD AREA: (1) EACH IN CENTER OF NORTH AND OF SOUTH WALL  
...DIP AREA: (1) CENTER OF SOUTH WALL  
(1) LARGE, PORTABLE IN SOUTHWEST CORNER

TREATED WOOD STORAGE BUILDING:

FOUR...NORTH SIDE: (1) EACH AT ENDS AND CENTER  
(1) AT SOUTHEAST CORNER

GASOLINE STORAGE AREA:

ONE...ATTACHED TO SUPPORT

PLATFORM BUILDING:

FIFTEEN...(2) EAST DOOR  
(1) SOUTHEAST CORNER  
(2) EAST ENDS OF PAINT BOOTHS  
(1) WELDING AREA, NORTH DOOR  
(1) WELDING AREA, STATION 11-8  
(4) SPACED ALONG SOUTH WALL  
(1) WEST DOOR  
(2) CHANNEL CHOPPER SHED OUTSIDE NORTH  
(1) COMPRESSOR SHED OUTSIDE SOUTH

PUMP BUILDING:

ONE...INSIDE DOOR

EXHIBIT A - 2

MAINTENANCE SHED (EAST OF MAIN BUILDING):

TWO... (1) EACH AT NORTHWEST AND SOUTHWEST CORNERS

WAREHOUSE BUILDING:

NINE... (1) NORTHEAST DOOR  
(1) EAST END, SOUTH WALL  
(3) NORTH WALL... (1) EACH BIG DOOR AND IN CENTER  
(3) SOUTH WALL... (1) EACH ACROSS BLDG. FROM ABOVE  
(1) WEST WALL, CENTER

MAIN BUILDING:

UNLOAD PAINT-LINE AREA:

THREE... (1) AT EACH DOOR: NORTH DOOR AND SOUTH DOOR  
(1) ON WEST WALL

DIP PAINT AREA:

FIVE... (1) DOOR FROM UNLOAD AREA  
(2) CENTER POSTS  
(1) WEST WALL  
(1) LARGE PORTABLE

AREA 07:

FOUR... (1) AT LARGE DOOR, EAST WALL  
(1) ON AISLE, 07-4 STATION  
(1) AT SOUTHWEST DOOR INTO DIP-PAINT  
(1) AT SOUTHEAST DOOR INTO DIP-PAINT

AREA 10

TWO... (1) ON POST BETWEEN AREA 10 AND 07  
(1) IN CENTER AISLE

AREA 16:

THREE... (1) AT EACH END OF PAINT BOOTH  
(1) MAIN AISLE

AREA 09:

THREE... (1) SOUTHWEST DOOR  
(1) LARGE SOUTH DOOR  
(1) NORTHWEST CORNER OF 09 AREA

AREA 08:

THREE... (1) AISLE NEAR WEST END OF 08 AREA  
(1) AISLE NEAR EAST END OF 08 AREA  
(1) NEAR SPOTWELD STATION

SOUTH UB STORAGE SHEDS:

FOUR... (2) ON SOUTH SIDE POSTS OF EACH SHED

# WEST QUINCY PLUM PLAN

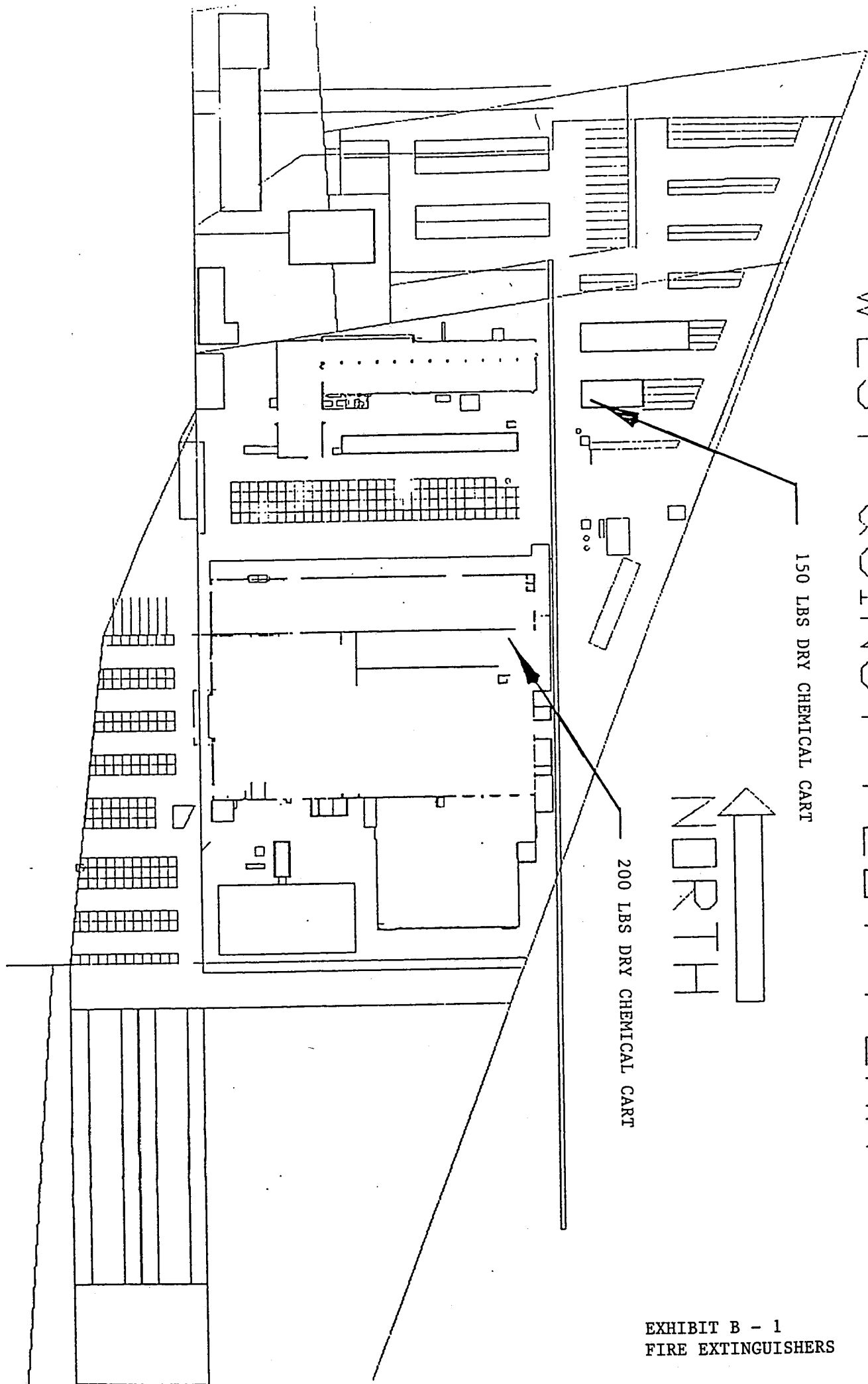
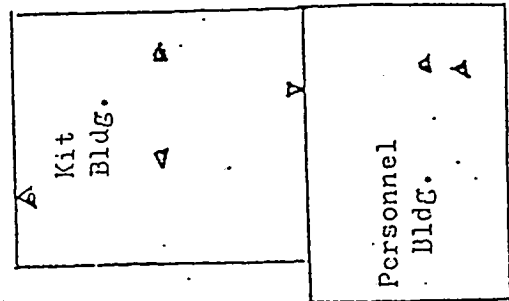
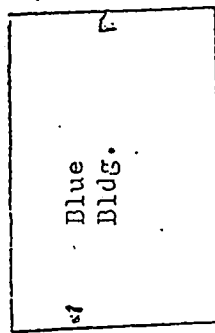
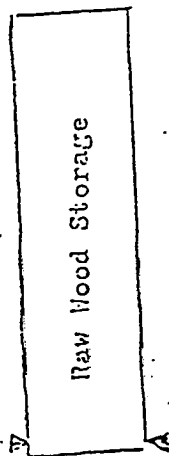
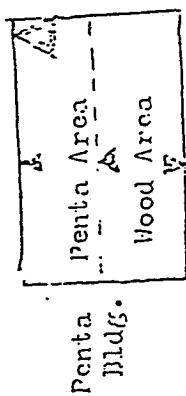
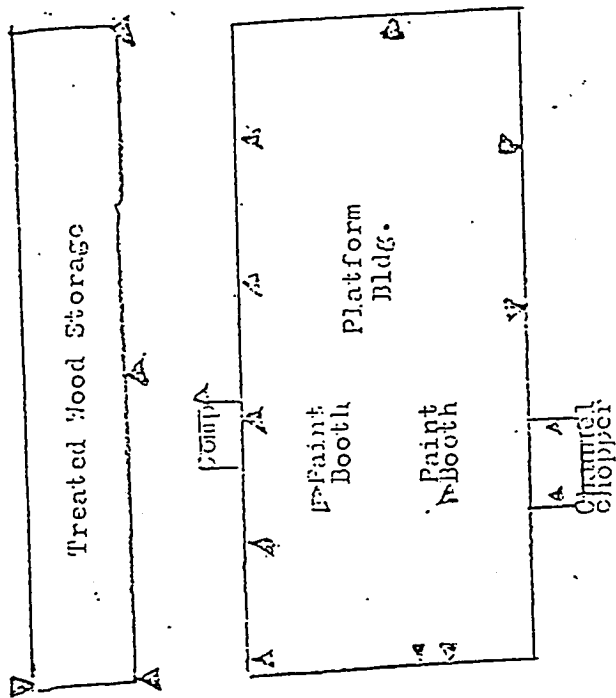
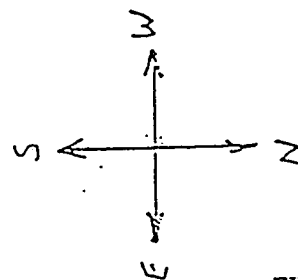


EXHIBIT B - 1  
FIRE EXTINGUISHERS



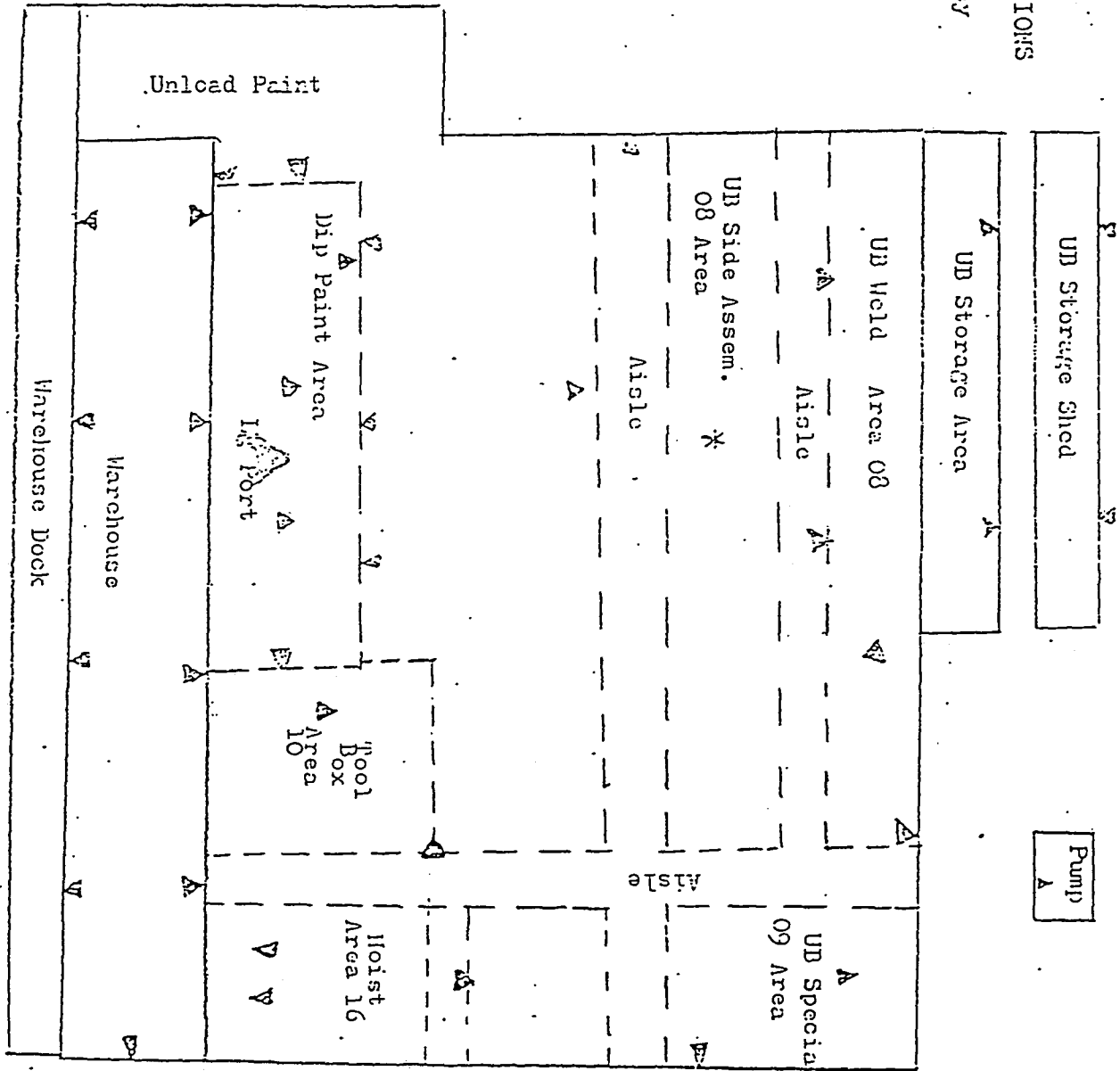
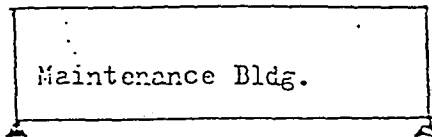
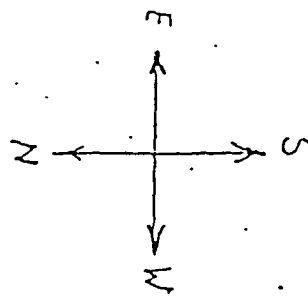
# FIRE EXTINGUISHER LOCATIONS

Knapheide, West Quincy  
(Main Bldg. next page)



# FIRE EXTINGUISHER LOCATIONS

Knapheide, West Quincy  
Main Building



# WEST QUINCY PLUM PLAN

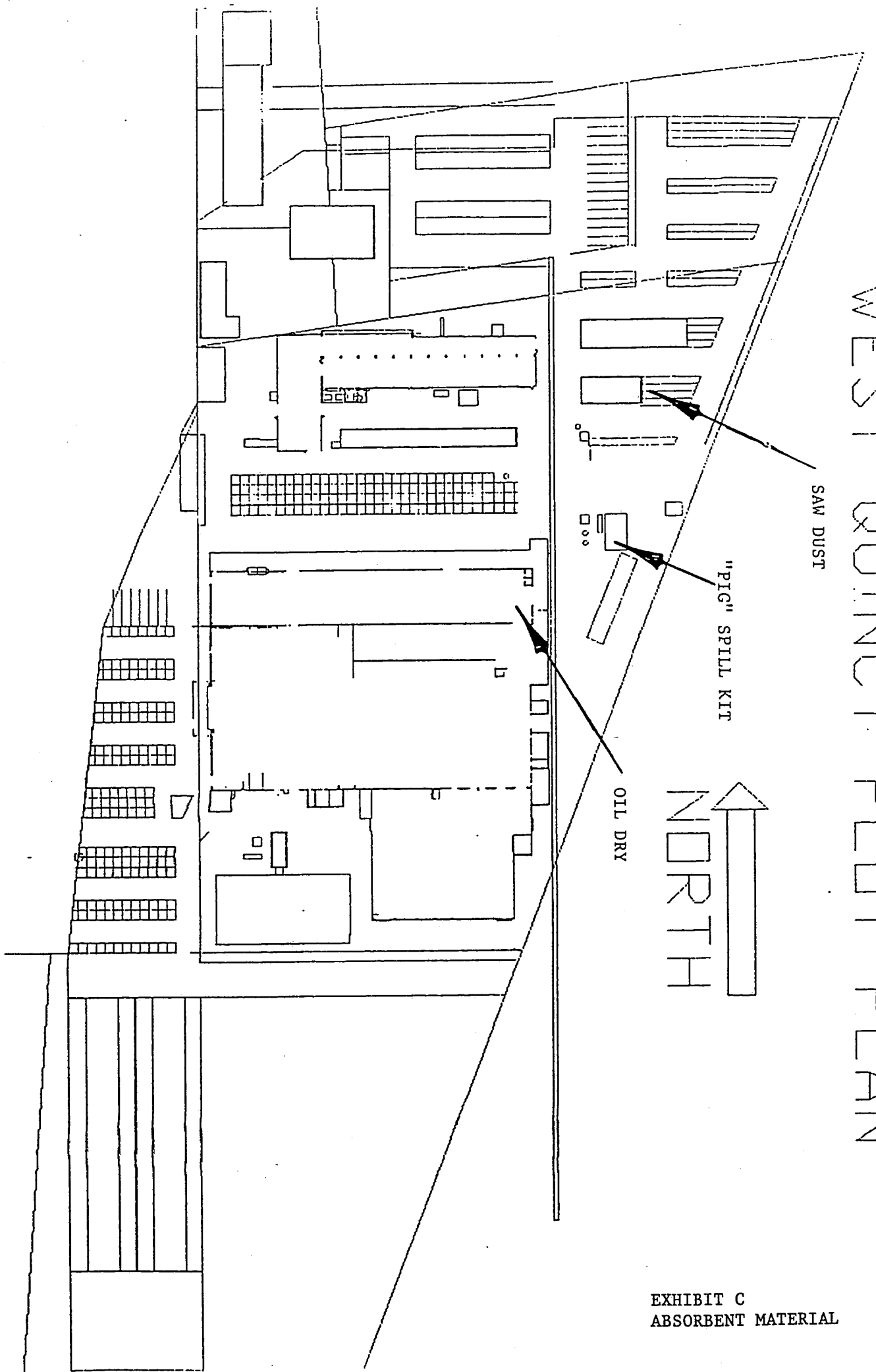


EXHIBIT C  
ABSORBENT MATERIAL

# WEST GUNNY PLUM PLAN

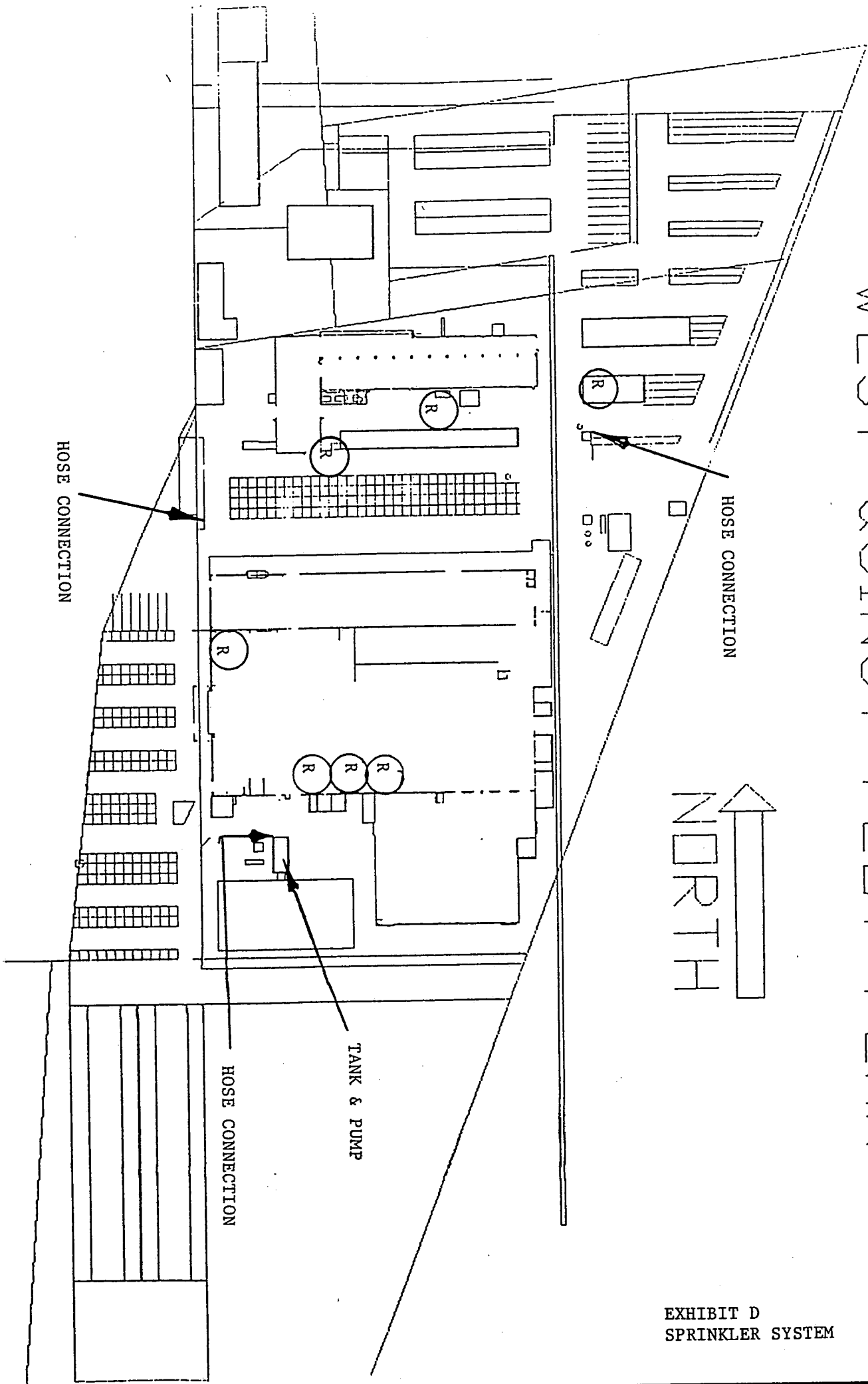
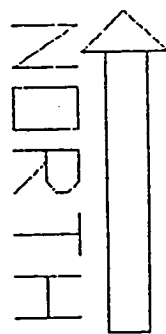


EXHIBIT D  
SPRINKLER SYSTEM

R = RIZER VALVE

# WESLEY ROUNDRY FLOOR PLAN

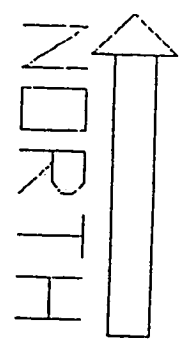
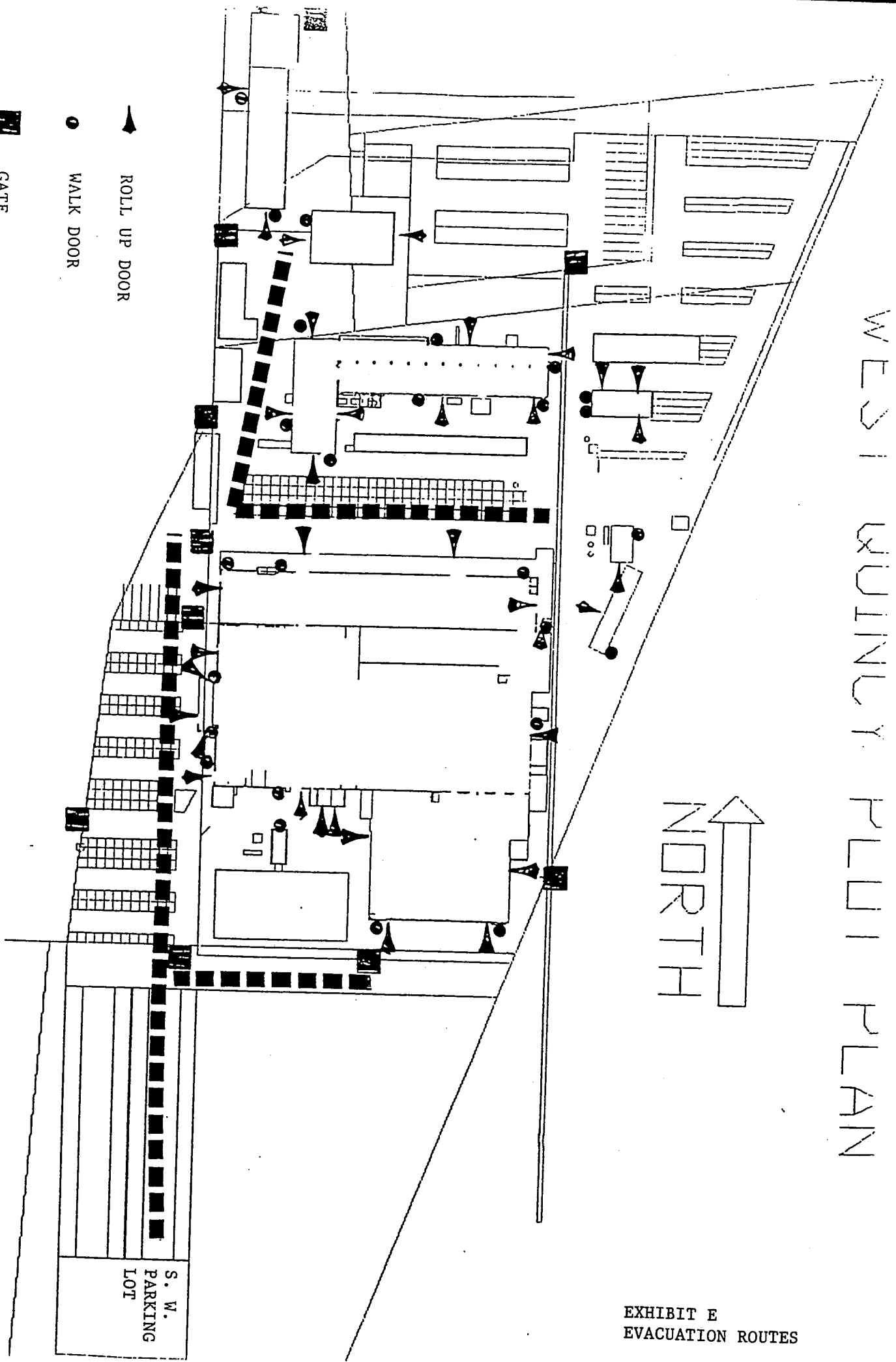


EXHIBIT E  
EVACUATION ROUTES



S. W.  
PARKING  
LOT

ROUTE

GATE

WALK DOOR

ROLL UP DOOR

**PART II: FIRE, EXPLOSION OR RELEASE OF HAZARDOUS MATERIALS**

**A. Fire Alarm and Sprinkler System Procedure.**

1. The Emergency Group Leader for each shift must understand and perform the following:
  - a. Importance of making sure sprinkler valves are wide open.
  - b. Value of sprinkler protection for controlling fire.
  - c. Shut off sprinklers only when fire is fully under control.
  - d. Importance of restoring full fire protection promptly.
2. Sprinkler Control Man for each shift must understand and perform the following:
  - a. Verify that sprinkler control valves for the affected system are fully open when the alarm is sounded.
  - b. Stand by sprinkler control valves to make sure it remains open until instructed to close it by Group Leader or fire chief, per advance plan.
  - c. If any valves outside of emergency area are closed to increase water pressure, Sprinkler Control man must stand by the closed valve ready to reopen it promptly if need develops.
  - d. Check valve for fully open position, sealing and making full flow drain test when protection is restored.

**3. Fire Alarm Transmittal:**

In the event of fire, the sprinkler system will automatically be activated and a water flow gong for that rizer will sound. The Emergency Group Leader will evaluate and instruct personnel in the area what to do. The fire department will be notified through Alarm Systems Inc., which monitors the rizers. As a backup, the Fire Caller will call the fire department upon the instruction of the Emergency Group Leader or the Emergency Coordinator.

4. Pump man for each shift must understand and perform the following:
  - a. Start manually operated pumps or check automatic starting pumps promptly when alarm is sounded.
  - b. Operate fire pumps until instructed to shut them down by Emergency Group Leader or Fire Chief.
5. Fire Prevention Inspection Log.
  - a. The inspection log is to be completed by maintenance personnel. After each inspection, the results are reviewed by the maintenance supervisor. Repair problems will get a work order for completion and other areas will be called to the attention of the Facilities manager.

Processed inspection logs are given to the Facilities Department.

**B. Spill/Release Procedure.**

In the event of a spill or other unplanned release of hazardous material, any employee observing that such release has occurred should immediately notify their Emergency Group Leader. The Emergency Group Leader will immediately notify the Emergency Coordinator. The Emergency Coordinator will then determine whether a reportable release may have occurred.

**1. Non-Reportable/Non-Emergency Release.**

The Emergency Group Leader will:

- have area roped off;
- have remaining good material put in new drums;
- have absorbent put on material; and
- have unusable material put in drum, labeled and moved to designated hazardous waste storage area.

The Quality Control Manager will assign a number for the inspection log and make arrangements for storage.

The Emergency Coordinator will make arrangements for disposal.

2. Reportable Release/Emergency Conditions.

The Emergency Group Leader will rope off area and, if necessary, evacuate employees from the area, as directed by the Emergency Coordinator.

The Emergency Coordinator will immediately contact Riedel Environmental Services, Inc., pursuant to Knapheide Mfg. Co.'s emergency services agreement with Riedel. (See I(B), arrangements with local emergency authorities.)

The Emergency Coordinator will immediately implement Emergency Procedures (Section II(C) of this Contingency Plan) as applicable.

C. Emergency Procedures.

1. Whenever there is an imminent or actual emergency situation, the Emergency Coordinator must see that the following have been done:
  - a. Activation of internal facility alarms and paging system to notify all facility personnel; and
  - b. Notification of appropriate State or local agencies with designated response roles if their help is needed.
2. Whenever there is a release, fire, or explosion, the Emergency Coordinator must immediately identify the character, exact source, amount, and a real extent of any released materials. He may do this by observation or review of facility records or manifests and, if necessary, by chemical analysis.
3. Concurrently, the Emergency Coordinator must assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release, fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface water run-offs from water or chemical agents used to control fire and heat-induced explosions).
4. If the Emergency Coordinator determines that the facility has had a release, fire, or explosion which could threaten human health, or the environment, outside the facility, he must report his findings as follows:

- a. If his assessment indicates that evacuation of local areas may be advisable, he must immediately notify appropriate local authorities. He must be available to help appropriate officials decide whether local areas should be evacuated; and
- b. He must immediately notify the National Response Center (using their 24-hour toll free number 800/424-8802) and the Missouri Emergency Response Office (314/634-2436). The report must include:
  - i. Name and telephone number of reporter;
  - ii. Name and address of facility;
  - iii. Time and type of incident (e.g., release, fire);
  - iv. Name and quantity of material(s) involved, to the extent known;
  - v. The extent of injuries, if any; and
  - vi. The possible hazards to human health, or the environment, outside the facility.
- 5. During an emergency, the Emergency Coordinator must take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures must include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.
- 6. If operations are stopped in response to a fire, explosion or release, the Emergency Coordinator must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes, or other equipment, wherever this is appropriate.
- 7. Immediately after an emergency, the Emergency Coordinator must provide for off-site treating or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire or explosion at the facility.
- 8. The Emergency Coordinator must ensure that, in the affected area(s) of the facility:
  - a. No waste that may be incompatible with the released material is stored until cleanup procedures are completed; and

- b. All emergency equipment listed in this Contingency Plan is cleaned and fit for its intended use before operations are resumed.
- 9. The owner or operator must notify the EPA Regional Administrator (Region VII), and appropriate State and local authorities, that the facility is in compliance with paragraph (8) of this section II(C) before operations are resumed in the affected area(s) of the facility.
- 10. An officer of Knapheide must note in the operating record the time, date, and details of any incident that requires implementing this Contingency Plan. Within 15 days after the incident, he must submit a written report on the incident to the EPA Regional Administrator (Region VII). The report must include:
  - a. Name, address, and telephone number of the reporting officer;
  - b. Name, address, and telephone number of Knapheide (West Quincy);
  - c. Date, time, and type of incident (e.g., fire, explosion);
  - d. Name and quantity of material(s) involved;
  - e. The extent of injuries, if any;
  - f. An assessment of actual or potential hazards to human health or the environment, where this is applicable; and
  - g. Estimated quantity and disposition of recovered material that resulted from the incident.

PART III: OTHER EMERGENCY ACTION PLANS

A. Tornado.

1. Each Emergency Group Leader is responsible for coordinating emergency action in his area in case of tornado or severe damaging wind storm. He should have the following information at all times.
  - a. Know how many employees are present - who is working where.
  - b. Know the location of the electrical power cutoff switches.
  - c. Know the location of suitable protective areas for shelter of employees. Away from stacks of heavy material, away from brick or block walls. In ditches, under heavy fixtures.
2. It is the Emergency Group Leader's responsibility to supervise the orderly evacuation of employees to a protected area, and also, as far as possible, to protect company property. Remember that the aftermath of a tornado is often fire, which can cause more damage than the tornado itself.
3. In case of damaging winds, determine whether all employees are safe and if any are in need of first aid or medical treatment. Station all able bodied employees in such a way as to keep unauthorized persons out of the plant.
4. In case of property damage or personnel being injured, contact one or more of the following prior to any clean up or salvage:

Harold Huggins, Facilities Manager	222-0149
Gerry Korb, Vice President Operations	222-3687
Jim Rubottom, Director Human Resources	223-6536
Jon Wren, Maintenance Foreman	228-2038
5. If evacuation of employees is necessary due to eminent danger, all power is to be turned off (except to pump house in West Quincy). If damage is done to building do not turn power on until it is verified that the electrical system is safe.

6. After emergency is over, all personnel are to report to the southwest parking lot. Emergency Group Leader will take roll call.
7. All facilities, raw material and hazardous waste areas will be immediately inspected for damage/problems.

**B. Power Outages.**

1. In case of power failure, the Plant Manager, if available, is to make the decision as to how long the employees should be kept at the plant. The decision will be based on information available from CIPS in Quincy - 223-1140 or from North East Power and Light in the West Quincy plant - 314 769-2113.

2. If no administrative staff member is available, the department manager must make the decision to hold or release the employees by contacting the power company.

3. If the decision is made to send the employees home because of power failure, the department manager must turn off light and equipment switches which are turned off during a normal shutdown.

Turn off all large electrical usage machines to reduce restart surge!

4. If employees are to be contacted and instructed not to come to work, the Personnel Manager, if available will make the necessary calls, otherwise the department manager must make the calls.

Revised 2-28-92

**C. Snow Storm.**

1. Authorization to close the plant because of a snow storm must come from the Plant Manager or the Vice President of Operations.
2. The decision to contact employees to instruct them not to report for work will also be made by the Plant Manager or Vice President Operations. Announcements will be made by radio, television and phone calls to all employees. This will be coordinated by the Personnel Manager or the Plant Manager.

Snow removal will begin at 3" automatically or as required for safety. During removal extreme care must be exercised around all sprinkler valves/hydrants,

above ground storage tanks, paint storage area and hazard waste storage area.

D. Flood.

In the event of a potential flood situation in the West Quincy plant, the following program is to be followed. All personnel are to be informed and knowledgeable of their responsibilities. Each Emergency Group Leader will coordinate the activities in his own department unless assigned other responsibility in duty detail. The program will be divided into operations:

1. Patrolling - main channel level of 22 ft.
2. Sandbagging - on call basis.
3. Supplies
4. Material/equipment preparation - main channel level of 24 ft.
5. Material/equipment removal - main channel level of 26 ft.
6. Final checks in West Quincy.

1. Patrolling - patrols will be divided into two twelve hour teams:

a. Team 1 - Bruhweiler's barn to dam (See attachment 5)

7 a.m. - 7 p.m.

Ken Geisendorfer - crew leader  
Larry Ferguson  
Bud Davis  
Keith Rathbun

W. Quincy base - Orville Nieders - Mike Dill  
Quincy base - Sharon Higgins

b. Team 2

7 p.m. - 7 a.m.

Jim Blacketter  
David Sapp  
Wendell Neastea  
Rick Shaffer

W. Quincy base - Danny Kruthoff - Mike Houston  
Quincy base - Lyndle Claus

c. Supplies:

Each patrol man will have personal gear individually provided  
- life jacket - Co. provided  
- flashlight - Co. provided  
- radio - Co. provided  
- gloves - Co. provided

d. White pick-up at bridge w/rotating radio responsibility

2. Sandbags and board operations:

a. Fill sandbags West of Quonset building:

7 a.m. - 3 p.m.

Bob Garnett  
10 men

3 p.m. - 11 p.m.

Ron Hubble  
10 men

11 p.m. - 7 a.m.

Danny Kruthoff  
10 men

b. Levee sandbag and board:

E. Gooding  
20 men

Eddie Maples  
20 men

Leo Duniven  
20 men

John Bartz  
20 men

Mike Dillon  
20 men

Mike Ray  
20 men

Sam Goings  
20 men

Doug Weese  
20 men

Greg Hilgenbrink  
20 men

Dale Corrigan  
20 men

Jim Miller  
20 men

Roger Dilley  
20 men

- c. Boats:
- |                |             |               |
|----------------|-------------|---------------|
| North of road- |             |               |
| Gary Mohr      | Pat Mahoney | Ray Alexander |
| 1 man          | 1 man       | 1 man         |
| South of road- |             |               |
| Ron Hubble     | Bob Turner  | Jim Jackson   |
| 1 man          | 1 man       | 1 man         |
|                | Lyle Seals  | Jim Blacketer |
|                | 1 man       | 1 man         |
- d. Company Truck Drivers:
- Marv Totsch - J. Jaques (7 a.m. - 7 p.m.)  
 Garry Rayl - Bob Vogel (7 p.m. - 7 a.m.)
- e. Crews will report to Quincy plant and be hauled to W. Quincy via bus.
- f. Crew leader will have names of and be responsible for all people on his crew each shift.
- g. Crew will be divided as directed by crew leader at W. Quincy base upon arrival. (W. Quincy base 7 a.m. to 7 p.m. - O. Nieders. W. Quincy base 7 p.m. to 7 a.m. - Mike Dill)
- h. Quincy base to be manned 24 hours/day by office personnel.
- i. Communication responsibility - Jim Rubottom.
- j. Injured or sick personnel report to W. Quincy Personnel Office for aid:
- 7 a.m. - 7 p.m. - K. Seymour  
 7 p.m. - 7 a.m. - J. Cromie
- Contact Quincy base when anyone is sent to the hospital emergency room, need name and hospital sent to so relatives can be contacted.

3. Supplies:

- a. Supplies will be handled at W. Quincy base by:
- 7 a.m. - 7 p.m. - Jon Wren  
 7 p.m. - 7 a.m. - Mark Hubble
- (1) Flashlights
  - (2) Life jackets
  - (3) Batteries
  - (4) Visquene
  - (5) Claw Hammers

Only needed 30 minutes per shift supplies will have to be picked up by company truck and delivered.

- (6) Nails
- (7) Boards
- (8) Spades
- (9) Sand shovels
- (10) Sandbags & ties
- (11) Mauls (16 lb.)
- (12) Gloves

- a. Food and drink will be handled at Quincy base (responsibility of Tom Mentzer).

	"A"	"B"	"C"	"D"	"E"
Hot coffee/sodas	X	X	X	X	X
Lunches		X	X	X	X

Food material will be sent to W. Quincy base and disbursed by truck as required. Meal time will be at:

11:00 a.m.  
7:00 a.m.  
3:00 p.m.

4. Equipment/Material Preparation:

- a. See attachment #1 for equipment priority.
- b. \* = Final preparation on command only.
- c. See attachment #2 for material priority.
- d. See attachment #3 for millwright personnel.
- e. See attachment #4 for material moving personnel.
- f. See attachment #5 for equipment assignments.

5. Equipment/material Removal:

- a. Same personnel assignments as preparation.
- b. Same priority assignments as preparation.
- c. Tractor/trailer units (8) from outside are to be on an all call basis. Tractor/closed trailers (2) hazardous waste haulers on call basis. (Tom Becks)
- d. Removal sites include Mid's at 6th & York and Quincy plant. (Dave Kater)

6. With the completion of removal operations the following checks are to be made:

- a. All loose items (barrels, hard hats, drums paint, etc.), to be removed from building.

- b. All doors are to be left open approximately 1 ft. and secured in that position.
- c. Check made of the lot for tractors, cars, personnel, etc.
- d. Paint tanks emptied.
- e. Throw main breaker.
- f. Close gates.
- g. If bridge closes and plant is abandoned, go to Taylor church, sign log w/name and destination.

If bridge is open and plant is abandoned, go the 6th and State plant and sign log with name and destination.

Harold D. Huggins  
Facilities Manager

cc: HWK III

EQUIPMENT REMOVAL PRIORITY

SA/HOIST/TOOL BOX	Penta	Platform	UBA	PUMP HOUSE	YARD
Disconnect/move New side auto. & Rouselle Press Grain side saw Projection weld Multi weld Air comp. (4) Air dryers Clever block boiler Welder/Feeder Paint rm. heater Paint controls Elec. motors Hoist Paint equip. Rivet machine & hyd.	Sticker Cut-off saw Swing saws Air comp. Top Cylinders Hyd. pump Elec. heaters	#1 Steel #2 Steel #3 Steel Drill mach. Air comp.=2 (1) Wood Fixt. Starter saw Chopper unit Air cooler (1) Air dryer	Door spot wldrs. Door closer Small steamer Small pipe brake Bench grinder Drill press Bank saw Charger & batts. Portable spot welders-#1FIX #4FIX		W.H. table saw WH radial saw W.H. off. heater Sand balles Portable air comp. Portable generators
Pump out Paint tanks into drums Move to maint. All hand tools Fire extinguisher Co. papers Paging units Resuscitators Time clocks Move to paint	Penta to main tank	If it can't be filled then fill with water.			

Breakfast

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RCOM SECTION

EQUIPMENT REMOVAL PRIORITY (cont.)

SA/HOIST/TOOL BOX	Penta	Platform	UBA	PUMP HOUSE	YARD
Move out* Same as disconnect Water fountains Water heaters Gas bottles Critical fixtures Forklifts & Raymonds on last load				Main elec panel* Fire hose* Pump motors* Hi voltage fuse* Furnace* Cap off sprinkler tank* Small pres. tank open	Gas barrels* Fire hose Pump tanks full of water Don't remove fire hoses until oil tanks are filled.

MATERIAL REMOVAL PRIORITY

EQ. YARD	OPEN BLDG.	BLUE BLDG.	QUONSET	YARD	WH	PLAT.	SA	UBA	EAST FENCE	HAZD BLDG
<u>PAINTING MATERIAL</u>										
HAZARDOUS WASTE				X				X		X
UTILITY BODIES					X					
PICK-UP PACKS		X								
CANOPY ROOFS					X					
TSR					X					
TOOL BOXES	X	X								
ALUMINUM SIDES		X								
UNTREATED LUMBER				X		X				
TREATED LUMBER				X		X				
TARPS			X							
UNPAINTED PARTS				X		X		X		
LIGHTS			X						X	
TARP BOWS	X									
BUMPERS	X									
FLOOR SCREWS		X								
LIGHT WIRE		X								
LOCKS		X								
DOUBLE DOORS		X								
KITS			X							
HARDWARE										
STRUCTURAL	X			X						
PAINTED PARTS										
HOIST PUMPS		X	X							
HOIST HOSES		X	X							

All company papers will be taken to O. Nieder's office or Mfg. Conference Room at Quincy.

MILLWRIGHT TEAMS

Yellow Pick-up  
(250 Gal. gas-  
(repair tools)

<u>SHIFT 1</u>	<u>SA</u>	<u>PLAT</u>	<u>UBA</u>	<u>WH</u>	<u>ELECTRICIAN</u>
Crew leader Jon Wren	B. Powell J. Morrison J. O'Brien R. Fenton L. Carper S. Root	D. Earel J. Miles N. Wright E. Bartz D. Bartz S. McCarl	M. McColez D. Kerker J. Christianer E. Anders M. Dillon C. Boudreau	M. Boyer	Wayne Morss
<u>SHIFT 2</u> Dale Corrigan	B. Carnes J. Epperson D. Christainer R. Siepel K. Spangler	C. Kirchner T. Miles E. Eaton A. Lewis G. Randolph	J. Stephens L. Geisler D. Wiskerchen D. Dietrich G. Etter		Richards Elec.
<u>EQUIPMENT</u>	Pal Moto truck SA Raymond SA Forklift Dock	Pallet truck PLAT Forklift PLAT Forklift from UB outside	Raymond UB Raymond WH Forklift unload area		

MATERIAL MOVING PERSONNEL

LOAD TEAMS

UNLOAD TEAMS

Crew Leader                      Shift 1

John Bartz

John Sly  
Mike Stauffer  
Bob Dowell  
Jeff Cates  
Chester Turner

George Davis

Charles O'Neal  
Robert Vogel  
Glen Maples  
David Klauser  
Daniel Johnston

Phil O'Neal

Shift 2

David Edwards  
Larry Huddleston  
Randal Routt  
Ray Dill  
Bob Mattox

Michael Boyer

Steve Braymen  
Gary Johnson  
Dave Denish  
Bob Graff  
John Barger

Equipment

Forklift WH  
Forklift WH  
Forklift UB  
Raymond WH

Forklift FAB  
Forklift FAB  
Forklift WH  
Raymond FAB

EQUIPMENT ASSIGNMENTS

"A"	"B"	"C"	"D"
Patrolling	Sand Bagging	Equipment Preparation	Material/Equip Removal
1	1	1	1
2	2	2	2

KNAPHEIDE EQUIPMENT

Sand bagger  
 Portable air comp.  
 Portable generator  
 Yellow pick-up  
 Red pick-up  
 Motor bike

Fabius District  
 " " District  
 " " Maintenance  
 Levee crew

FABRICATION

Large forklift 123 04-D-143  
 Small forklift 109 04-D-138  
 Big Joe 117  
 Load King 122  
 Pallet truck 121

Unload  
 Unload

Raymond? 04-D-129

WH

End loader 112 33-D-112  
 Sm. forklift 139  
 Sm. forklift 140  
 Forklift 141  
 Forklift 142  
 Raymond 33-D-156  
 Raymond 33-D-114  
 Kit. forklift 15-D-104

Levee crew District

MW  
 Load  
 Load  
 Unload  
 MW  
 Load

District

EQUIPMENT ASSIGNMENTS (cont.)

"A"	"B"	"C"	"D"
UBA			
Large forklift 08-D-1415			Load
Large forklift		MW	MW
Raymond 16-D-103		MW	MW
SA			
Small forklift 08-D-137		MW	MW
Pal Moto truck 111 07-D-111		MW	MW
Roamer sweeper			
Advance sweeper			
Pallet truck 07-D-120		MW	MW
Raymond 07-D-130		MW	MW
Platform			
Large forklift 11-D-144	Maint.	MW	MW
Pallet truck 11-D-119	MW	MW	MW
Fabius District Equipment			
Tractors			
Wagons			
Straight trucks			